

(SPONSORING AGENCY LETTERHEAD)

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Accreditation Letter Number: (OFFICE SYMBOL+FY+Sequence #)

1. References:

a. US-ROK Status of Forces Agreement (SOFA).

b. USFK Reg. 700-19, USFK Invited Contractors and Technical Representatives.

2. The following individual is an employee of XYZ Company, Inc. and is serving in USFK as an (Invited Contractor or Technical Representative) under contract number xxxxxx-xx-x-xxxx (**Indicate Emergency Essential Contractor (EEC) personnel with an EEC after the name**):

NAME	SSN	PASSPORT NO.	PERIOD OF ACCREDITATION IN USFK
Doe, John EEC	123-45-6789	987654321	9 Mar 00-25 APR 00

3. Mr. Doe (and dependents) is/are authorized the following SOFA privileges and individual logistic support during the above stated period of accreditation:

a) SOFA status as a USFK (Invited Contractor or Technical Representative).

b) List all authorized logistic support items. See Chapter 4 of USFK Reg. 700-19.

c) EEC personnel will be issued all required contingency equipment (e.g., NBC gear/training) IAW the contract and theater policy. All other contractor personnel/dependents will be included in this activity's NEO plan.

4. POC is (Responsible officer's name and telephone number).

SIGNATURE BLOCK  
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